

OFFICE OF REGULATORY POLICY

Repository Searching in the Division of Information Disclosure Policy (DIDP)

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**Attachment A – Instructions for Logging Into the
FOI Repository and Using the
Search Capabilities**

PURPOSE

- This MAPP provides instruction to Office of Regulatory Policy employees on the use of the Freedom of Information (FOI) Repository to log in and search for FOI requests.
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BACKGROUND

- FDA's Office of the Commissioner (OC) has developed an Internet based database that will store FOI requests, information on requests, and the Agency's responses to the requests. This information can be found in the OC's Agency Information Management System (AIMS). This MAPP will describe how to locate pertinent documents regarding FOI requests.
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DEFINITIONS

- **AIMS:** Agency Information Management System
 - **FOI:** Freedom of Information
 - **FOI Requests:** Requests made under the Freedom of Information Act (5 U.S.C. section 552)
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- **Repository or FOI Repository:** The Internet-based database found in AIMS. The repository is named “Disclosure” in AIMS.
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POLICY

- OC provides FOI requests electronically to CDER and other centers and offices in the Agency. To make the process more efficient, OC has developed a system that enables FOI requests, information on the requests, and Agency responses to be stored, accessed, and retrieved from an employee’s computer.
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RESPONSIBILITIES

- CDER’s Division of Information Disclosure Policy (DIDP) FOI Specialist will retrieve and distribute incoming FOI requests.
 - CDER’s DIDP staff will search and retrieve information on FOI requests from the FOI Repository.
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PROCEDURES

- Detailed instructions on accessing and searching the AIMS database are provided in Attachment A.
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EFFECTIVE DATE

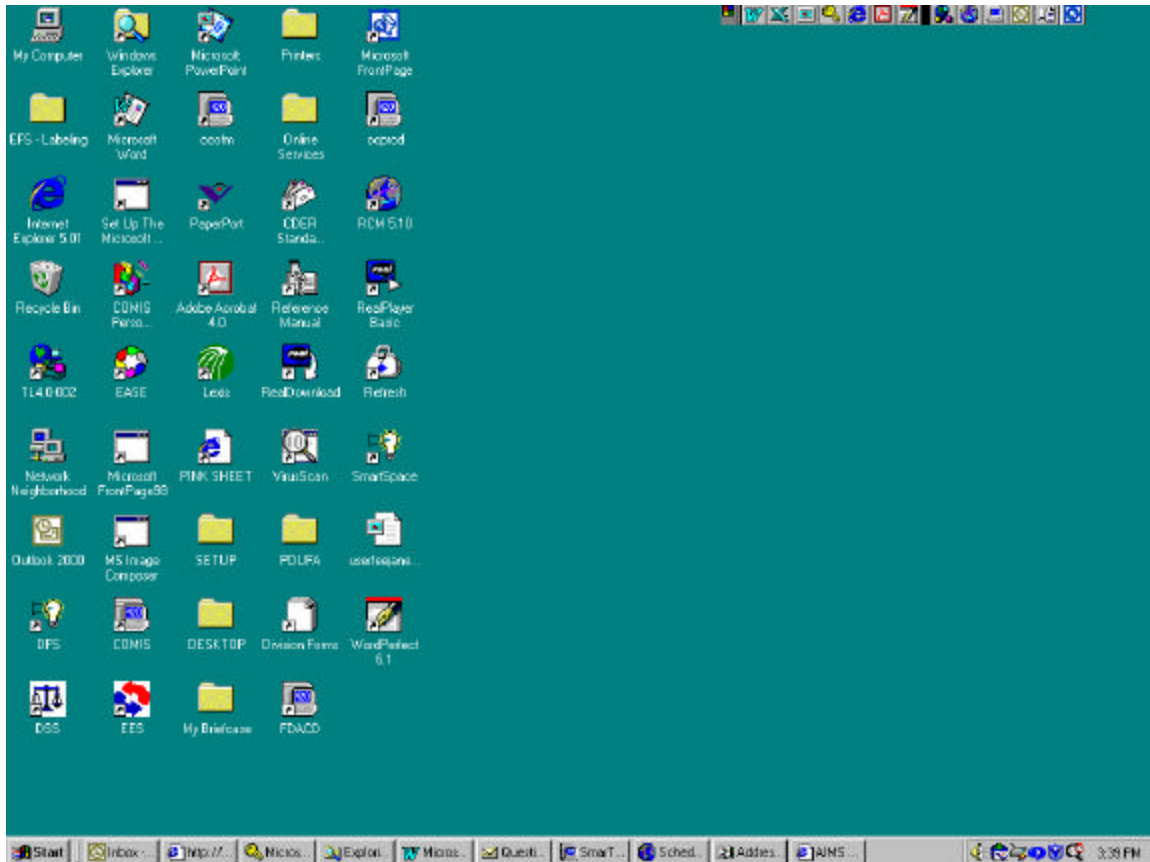
This MAPP is effective upon date of publication.

Attachment A - Instructions for Logging Into the FOI Repository and Using the Search Capabilities

On your desktop, open Internet Explorer – double click on the icon:

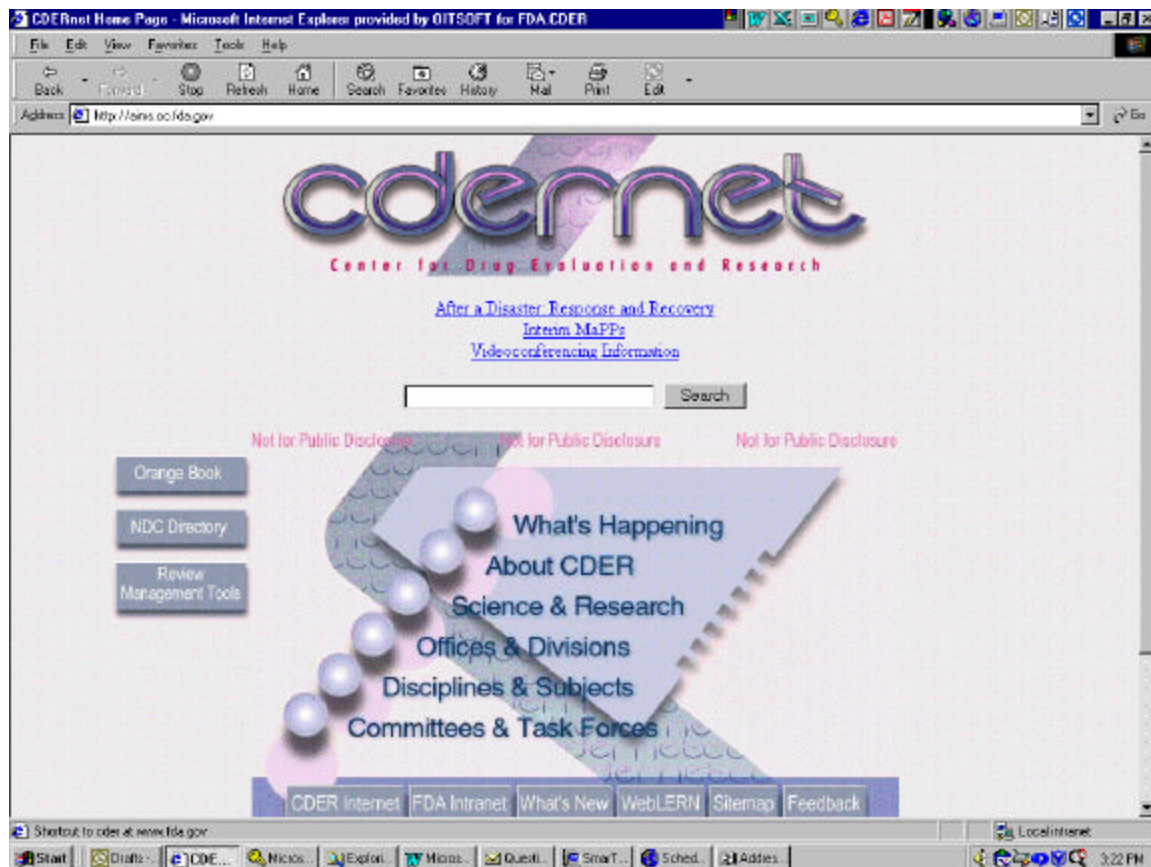


Internet Explorer.lnk



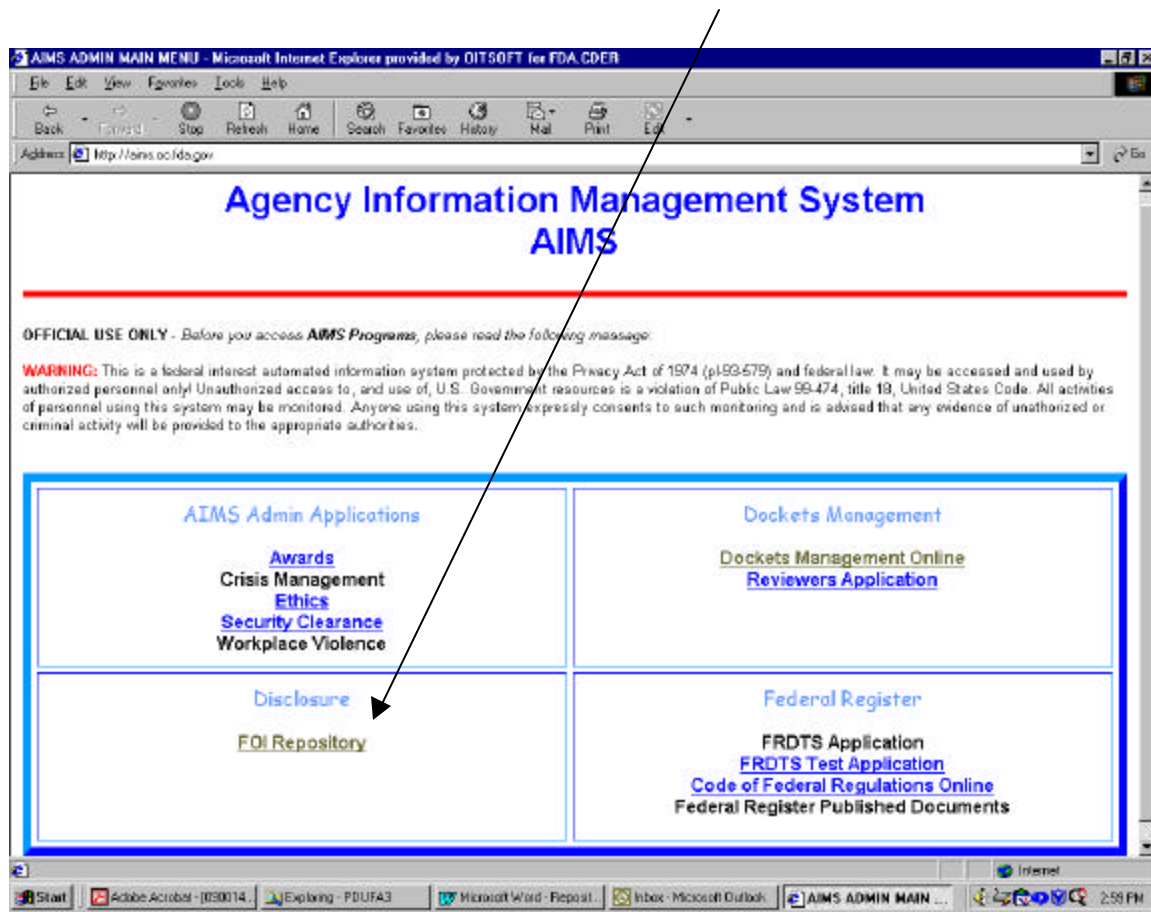
Logging In

Once you are on your home page, type in the web address for the repository (<http://aims.oc.fda.gov>), and then press the Enter key.



Once you see the AIMS home page (see the next page) you may want to save it to your favorites folder.

Click on the button that says “FOI Repository.” See below in the “Disclosure” box.



Note: If you are a first-time user or you are using a new or different workstation, you **MAY** receive the **Unable to Check for Plug-in** screen. Because you are only viewing or copying information from the repository, you won't need the plug-in. Because you do **NOT** need the plug-in, select **Without Plug-in** and check **Do not ask this in the future**. Then click **OK**. The log in screen should appear. Occasionally this message will appear even though the plug-in has been installed. If this occurs, click **OK**. The log in screen should appear. If you do not receive the **Unable to Check for Plug-in** screen, continue on as you normally would.

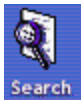
Type in your user name (e.g., jonesm), network password (what you use to log into CDER's network each morning), and the domain (i.e., FDACDER – note the uppercase letters), then click on the **Log In** button. Please remember that if you change your CDER network password, it also changes the password to access this system.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Login - Microsoft Internet Explorer provided by BITSOFT for FDA CDER". The address bar shows the URL "http://10.15.0.24/RightSite/ssi4?operation=login&DOCBASE=FDA_disclosure". The main content area has a "Log In" header and a form with the following fields:

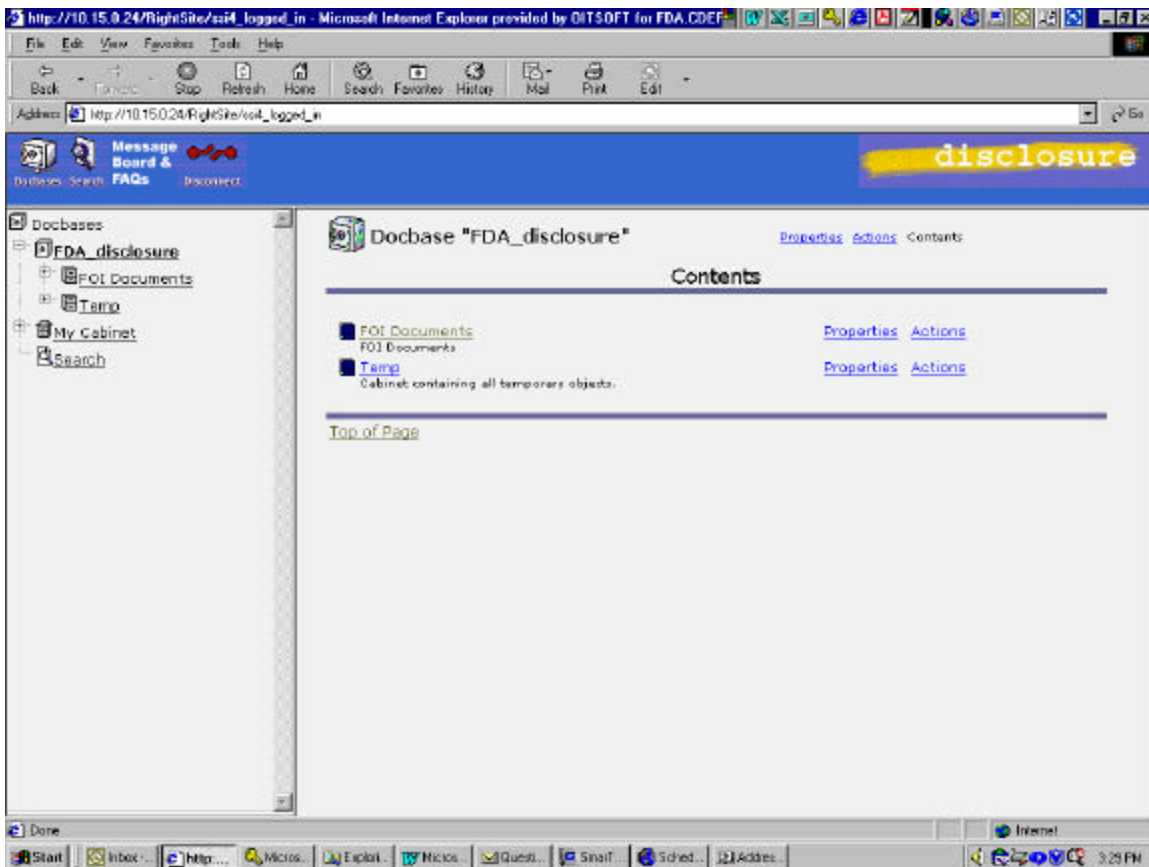
- Name:** jonesm
- Password:** [empty]
- Domain:** FDACDER

Below the form are two buttons: "Log In" and "Cancel". The Windows taskbar at the bottom shows the Start button and several open applications: Drafts..., Logi..., Nicks..., Explor..., Micro..., Quest..., Smart..., Sched..., and Addies... The system clock in the bottom right corner shows 3:27 PM.

Once you reach this screen, you can use the search button (upper left-hand corner of the blue stripe),



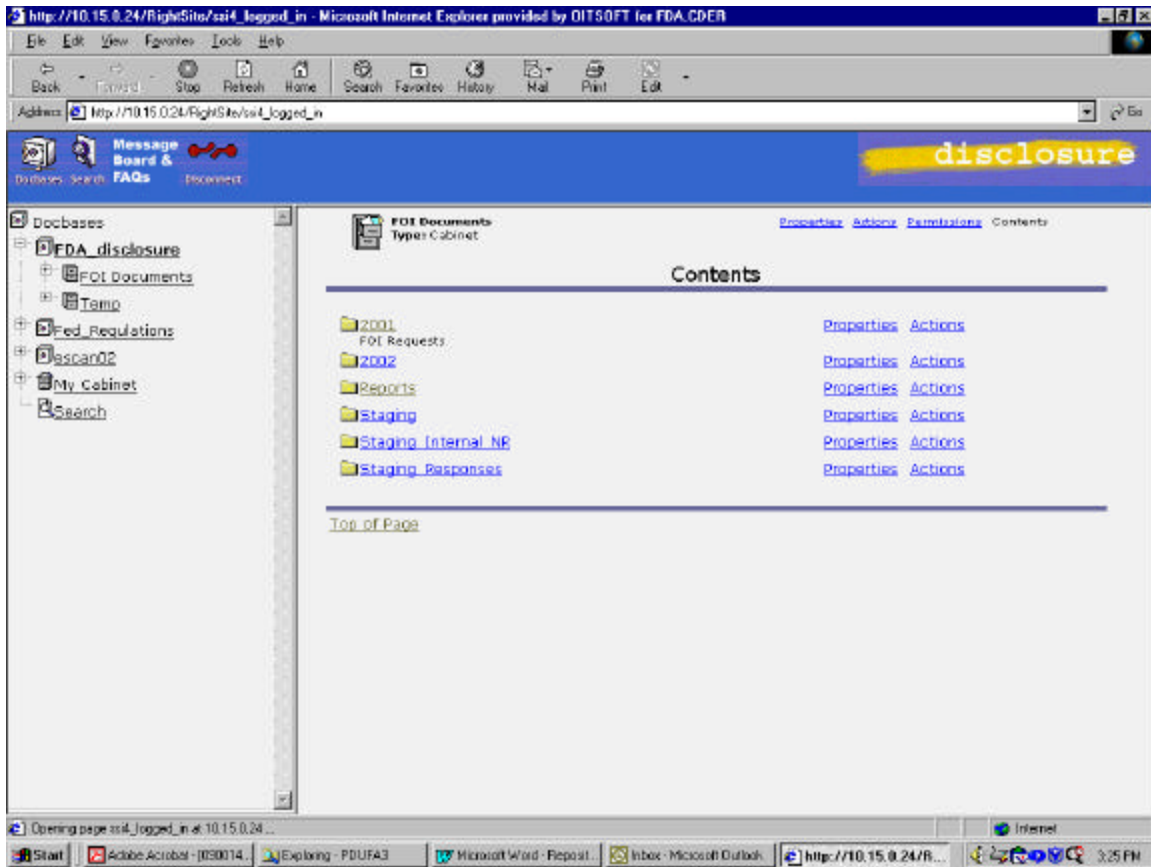
or you can click on the [FOI Documents](#) button.



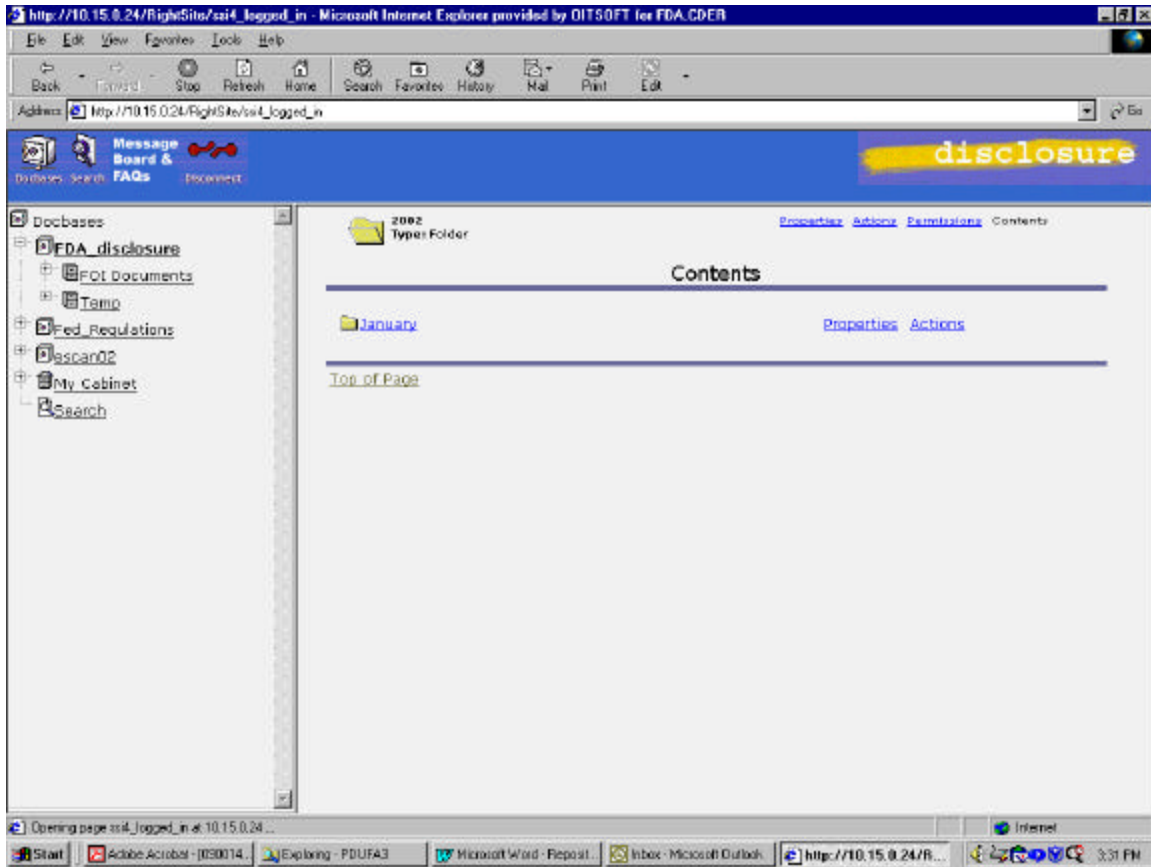
When you have completed your work and are leaving the system, it is important to log out so that others will not have access to your account. To **log out**, click on the **Disconnect** button. It will ask you if you want to log out. Click on **Log Out** if you do, or **cancel** if you click on the button in error.

Document Cabinets

If you clicked on the [FOI Documents](#) button, you will see the [2001](#) and [2002](#) folders.



If you click on a year's folder button you will get the months available for that year. For example, if you click on the 2002 folder button, you will get the months available for 2002. FOIA requests should be electronically available from July 1, 2001, onward.

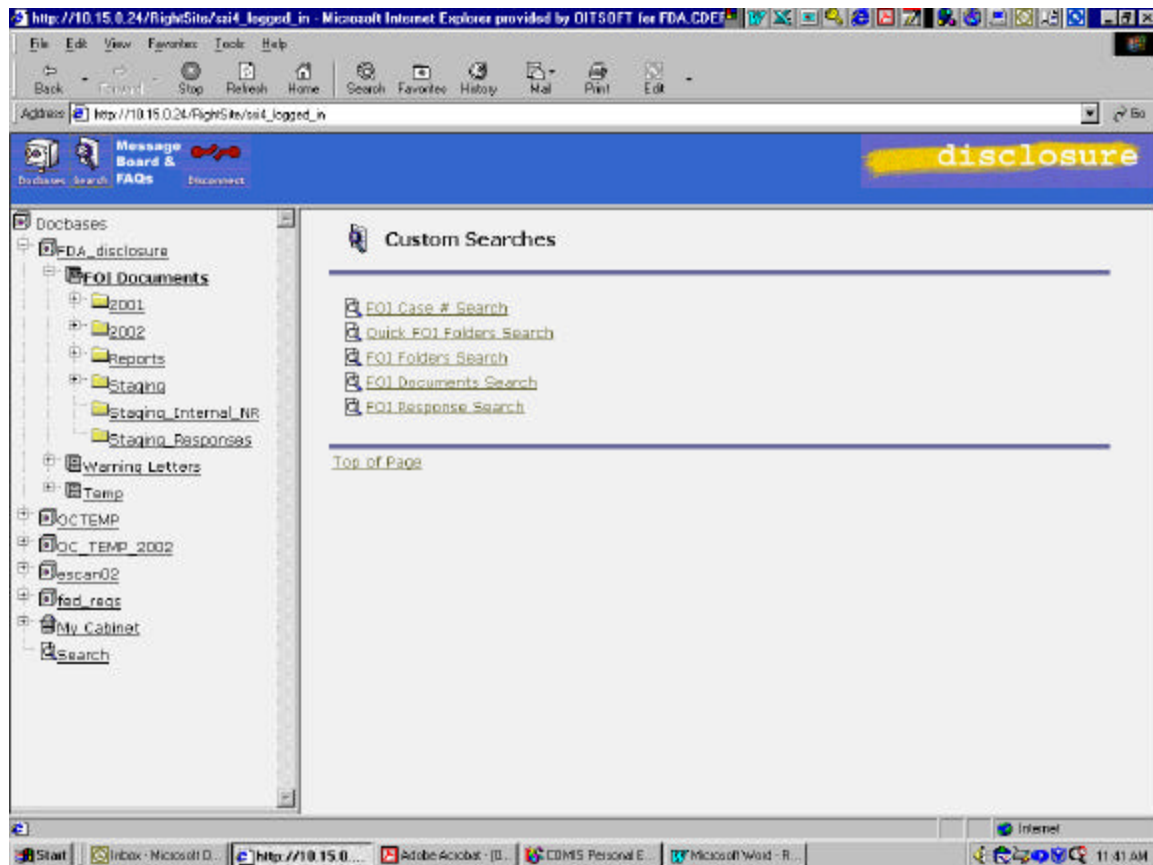


Custom Searches

The following are searches designed to aid in locating FOI folders and documents quickly, based on the data stored in the **Properties** of the individual FOI folders and documents. Defining your search criteria to narrow the search will produce a more manageable result list and take less time.

This is the **Custom Searches** screen. To get to this screen you can use the search button (upper left-hand corner of the blue stripe – see the top of Page 5). Each search was designed for a particular task.

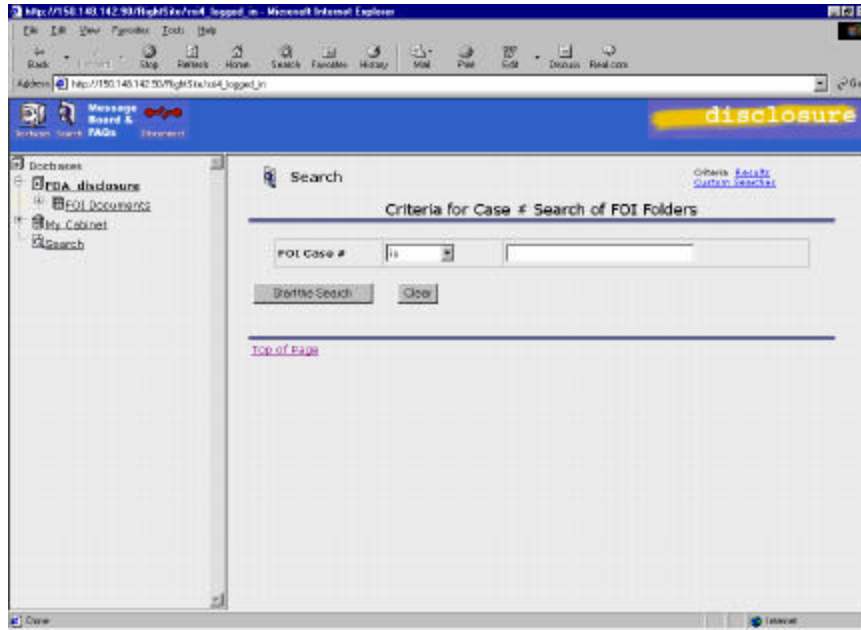
- **FOI Case # Search** (You know the FOI Case #)
- **Quick FOI Folders Search** (You only want to search by Center/Status/Rec'd Date range)
- **FOI Folders Search** (All FOI folder properties are available)
- **FOI Documents Search** (You want to search for a document rather than a FOI Case #)
- **FOI Response Search** (You want to search a document by Type/Date)



Examples of the different types of Custom Searches follow. The best method for learning what works best for you is to try each of the different search types and search criteria. This will help you to understand the results you will see and what search type provides you with the FOI folders or documents you are attempting to retrieve.

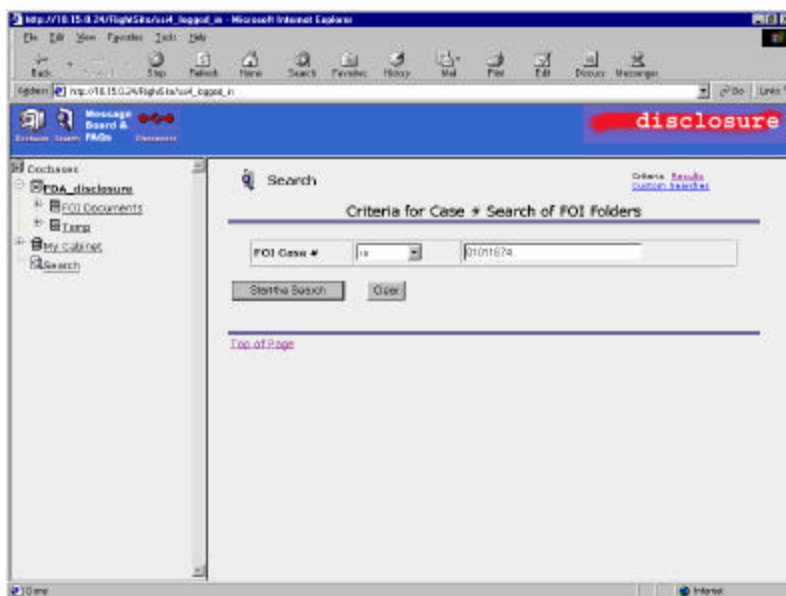
FOI Case # Search

This is the **FOI Case # Search** screen. In this screen you can search by the *FOI Case #*. **Note:** You must enter eight characters into the *FOI Case #* field when using the criterion “is.” Therefore, you must enter leading zero’s (**you must use the # zero and not the letter O**) to obtain eight characters (example: FOI # 01-002223 must be entered into the search as 01002223 – do not include dashes). After entering the criteria of the search, click the [Results](#) line at the top right side of the frame or the **Start the Search** button. To return to the search options screen, click the [Custom Searches](#) line at the top right side of the frame.

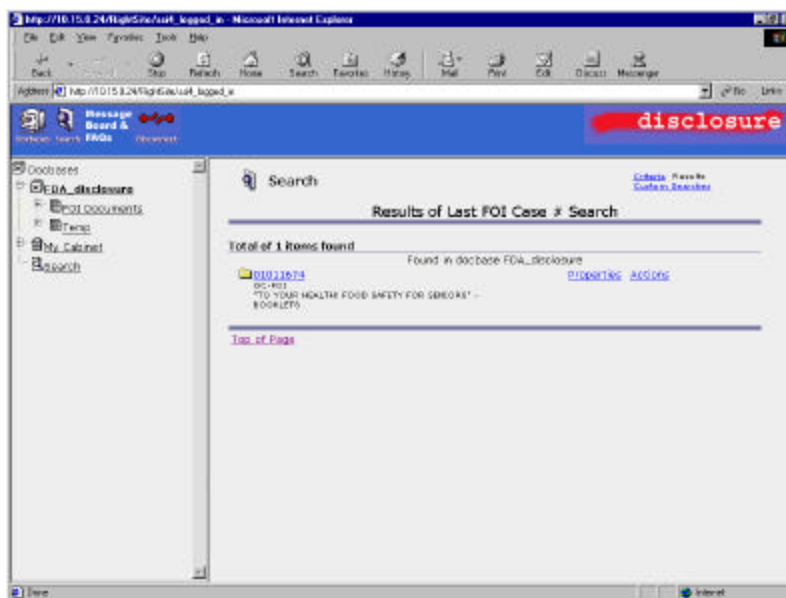


Several examples of **FOI Case #** searches and their results follow.

The following is an example of a search and the results by FOI Case # when you know the number.

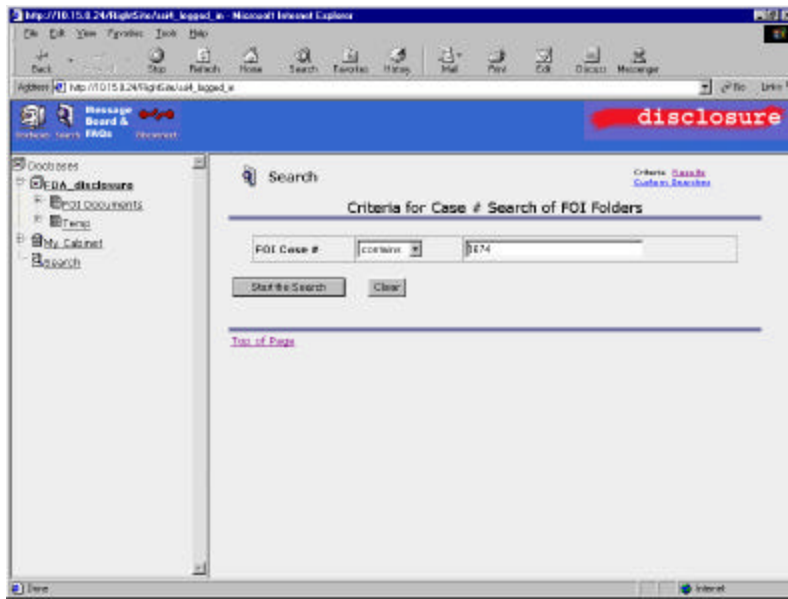


**Search Criteria
FOI Case #
Is**



**Search Results of
FOI Case #
Is**

The following is an example of a search and the results by FOI Case # when you know only part of the number, such as the last four digits.

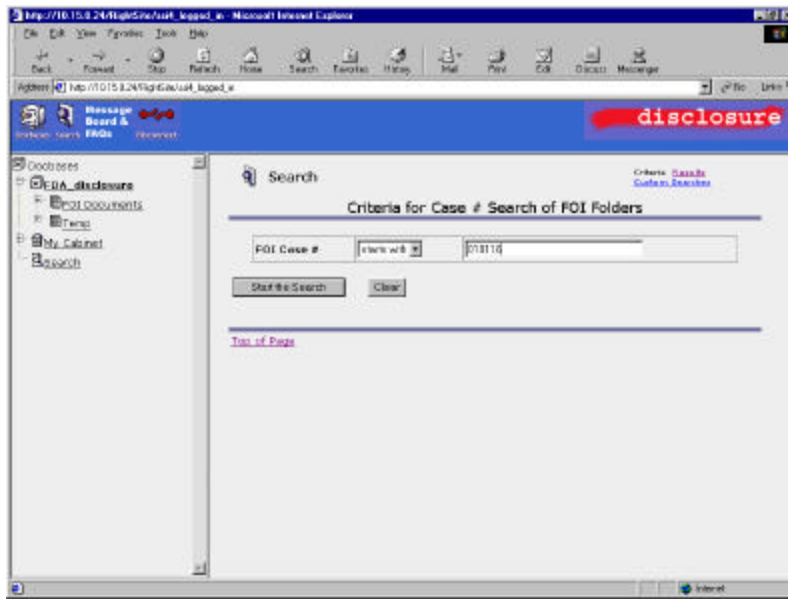


Search Criteria
FOI Case #
Contains

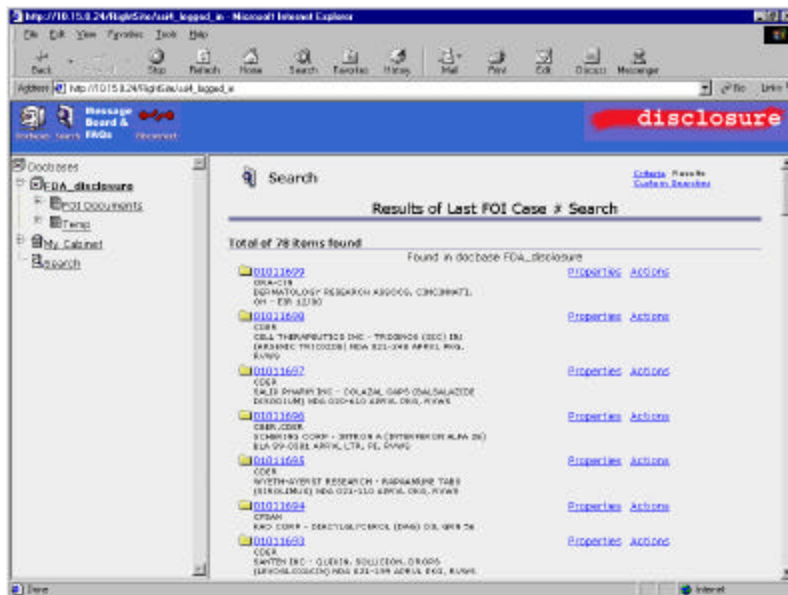


Search Results of
FOI Case #
Contains

The following is an example of a search and the results by FOI Case # when you know the first part of a number, word, or phrase, such as 010116.



Search Criteria
FOI Case #
Starts With



Results of Search
FOI Case #
Starts With

Quick FOI Folders Search

This is the **Quick FOI Folder Search** screen. In this screen you can search by *Center*, *Status*, or *Rec'd Date*. After entering the criteria you wish to search on, click the [Results](#) line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the [Custom Searches](#) line at the top right side of the frame.

The screenshot shows a web browser window titled "http://16.15.0.24/RightStart.asp?app=1" with a "disclosure" logo in the top right. On the left is a navigation pane with links: "Disclosure", "FOIA Documents", "FOI Documents", "FOI Cabins", and "Search". The main content area is titled "Search" and "Criteria for Quick Search of FOI Folders". It contains a form with the following fields:

Center	<input type="text" value="16.01"/>	<input type="text" value="16.01"/>
Status	<input type="text" value="is"/>	<input type="text" value=""/>
Rec'd Date	<input type="text" value="on or after"/>	<input type="text" value="2001"/>
	<input type="text" value="on or before"/>	<input type="text" value="2001"/>

Below the form are two buttons: "Start the Search" and "Clear". At the bottom left of the main area is a link "Top of Page".

Several examples of **Quick FOI Folders** searches and their results follow.

The following is an example of a search and the results for all *Centers and/or Offices* on a specific *Date*.

The screenshot shows a web browser window with the URL http://18.15.0.24/RightSide/foi_quick_search.asp. The page has a blue header with the word "disclosure" in yellow. On the left is a sidebar with a tree view containing "FOIA_disclosures", "FOI Documents", "My Cabines", and "My Search". The main content area is titled "Search" and "Criteria for Quick Search of FOI Folders". It contains a form with the following fields: "Center" (a dropdown menu with "is not" selected), "Status" (a dropdown menu with "is" selected), "Rec'd Date" (a date picker set to "Oct 1 2007"), and "on or before" (a date picker). There are "Start the Search" and "Clear" buttons. Below the form is a link "Top of Page".

Search Criteria
FOI Quick Search
All Centers/One Date

The screenshot shows the same web browser window, but now displaying the "Results of Last Search for FOI Folders". The page indicates "Total of 57 items found" and "Found in database FOIA_disclosure". The results are listed in a table with two columns: "Properties" and "Actions". Each row represents a search result with a yellow folder icon, a document ID, and a description. The "Actions" column contains links for "Properties" and "Actions".

Properties	Actions
11017047 CAR HOLDBER RIZBANS LURE, HOLDBER RIZBANS VET JERON S HOLDBER JONH PARM - 4000	Properties Actions
11017048 ORACOR KAPJKA INC, BOULDER, CO - 4000 S 400 S 1000 TO PRESENT	Properties Actions
11017049 ORACOR ORACOR CORP, PERSIMMON, NY - 4000 S 400 S 1000 TO PRESENT	Properties Actions
11017044 ORACOR ORACOR CORP, PERSIMMON, NY - 4000 S 400 S 1000 TO PRESENT	Properties Actions
11017045 ORACOR ORACOR CORP, PERSIMMON, NY - 4000 S 400 S 1000 TO PRESENT	Properties Actions
11017046 ORACOR ORACOR CORP, PERSIMMON, NY - 4000 S 400 S 1000 TO PRESENT	Properties Actions
11017041 ORACOR ORACOR CORP, PERSIMMON, NY - 4000 S 400 S 1000 TO PRESENT	Properties Actions

Search Results
FOI Quick Search
All Centers/One Date

The following is an example of a search and the results for one *Center and/or Office* on or after a specific *Date*.

The screenshot shows a web browser window with the URL http://18.15.0.24/RightSite/Logged_in_MicrosoftInternetExplorer. The page is titled "disclosure" and has a navigation bar with links for "Disclosure", "Search", "FAQs", and "Contact Us". The left sidebar shows a tree view with "FOIA disclosure", "FOI Documents", "My Calendars", and "Search". The main content area is titled "Search" and "Criteria for Quick Search of FOI Folders". It contains a form with the following fields: "Center" (a dropdown menu with "is of or" selected), "Status" (a dropdown menu with "is" selected), "Rec'd Date" (a date picker with "on or after" selected and the date "Oct 10 2001" displayed), and "Start the Search" and "Clear" buttons. Below the form is a link for "Top of Page".

Search Criteria
FOI Quick Search
One Center/On or
After Date

The screenshot shows the same web browser window, but now displaying the "Results of Last Search for FOI Folders". The page indicates that a total of 110 items were found. The results are listed in a table with columns for "Found in database FOIA_disclosure", "Properties", and "Actions". The table contains 11 rows of results, each with a unique identifier and a description of the document.

Found in database FOIA_disclosure	Properties	Actions
21010514 OC-ENR TUBS (MAGNET) - AUTOMATICALLY DISCLOSED: CYTH (CNS - THIRDPARTY) (2001-10-10) (2001-10-10)		
21010515 OC-ENR DIT 100-1288		
21010516 OC-ENR DIT 100-1288		
21010517 OC-ENR DIT 100-1288		
21010518 OC-ENR DIT 100-1288		
21010519 OC-ENR DIT 100-1288		
21010520 OC-ENR DIT 100-1288		
21010521 OC-ENR DIT 100-1288		
21010522 OC-ENR DIT 100-1288		
21010523 OC-ENR DIT 100-1288		
21010524 OC-ENR DIT 100-1288		

Search Results
FOI Quick
Search
One Center/On
or After Date

FOI Folders Search

This is the **FOI Folder Search** screen. In this screen you can search by *FOI Number*, *Center*, *Status*, *Product*, *Doc Type*, *Keywords*, *Subject*, *Requester Name*, or *Rec'd Date*. When searching on **FOI Number** you must enter eight characters into the field. Therefore, you must enter leading zero's (**you must use the # zero and not the letter O, and do not use dashes**) to obtain eight characters (example: FOI # 1002223 must be entered into the search as 01002223). After entering the criteria you wish to search on, click the [Results](#) line at the top right side of the frame or the **Start the Search** button. To return to the search options screen, click the [Custom Searches](#) line at the top right side of the frame.

Criteria for Search of FOI Folders		
FOI Number	is	
Center	is any of	<div>EEEP</div> <div>OCEP</div>
Status	is	
Product	contains	
Doc Type	is any of	<div>EIP</div> <div>EOP</div>
Keywords	is all of	
Subject	contains	
Requester Name	contains	
Rec'd Date	is or after	<div>2001</div>
	on or before	<div>2001</div>

Several examples of **FOI Folders** searches and their results follow.

The following is an example of a search and the results for a specific *Requestor Name*, within a *Date Range*, for all *Centers and/or Offices*.

The screenshot shows a web browser window with the URL http://16.15.8.24/HighSec/foia_logged_in. The page has a blue header with the word "disclosure" in red. On the left is a sidebar with links: "FOIA disclosure", "FOI Documents", "Terms", "My Cabinet", and "Search". The main content area is titled "Search" and "Criteria for Search of FOI Folders". It contains a form with the following fields:

FOI Number	is	
Center	is any of	CEEA, OCEA
Status	is	
Product	contains	
Doc Type	is any of	EP, 403
Keywords	is all of	
Subject	contains	
Requestor Name	contains	for services
Rec'd Date	on or after	01/01/2001
	on or before	01/01/2001

At the bottom of the form are buttons for "Start New Search" and "Clear".

Search Criteria
FOI Folder
Requestor/Rec'd Date

The screenshot shows the same web browser window, but now displaying the "Results of Last Search for FOI Folders". It indicates that 22 items were found. The results are listed in a table with columns for the item ID, a description, and links for "Properties" and "Actions".

Results of Last Search for FOI Folders		
Total of 22 Items found		
Found in database FOIA_disclosure		
01017243	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017241	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017240	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017239	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017238	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017237	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017235	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017234	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions
01017229	CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	Properties Actions

Search Results
FOI Folders
Requestor/Rec'd Date

The following is an example of a search and the results for a specific *Requestor Name*, within a *Date Range*, for one *Center and/or Office*.

The screenshot shows a web browser window with the URL http://16.15.8.24/RightSite/foia_logged_in. The page title is "disclosure". The left sidebar shows a tree view with "FOIA disclosure" selected. The main content area is titled "Search" and "Criteria for Search of FOI Folders". It contains a form with the following fields:

Fol Number	is	
Center	is any of	DOER DOEM DOGAN
Status	is	
Product	contains	
Doc Type	is any of	EP1 403
Keywords	is all of	
Subject	contains	
Requestor Name	contains	34 or more
Rec'd Date	on or after	01/01/2001
	on or before	01/01/2001

Buttons at the bottom: "Start the Search" and "Clear".

Search Criteria
FOI Folders
**One Center/
 Requestor/Rec'd**
Date

The screenshot shows the same web browser window, but the page title is "disclosure" and the main content area is titled "Results of Last Search for FOI Folders". It displays the following information:

Total of 2 Items found

Found in database FOIA_disclosure

FOI 17233	Properties	Actions
DOER BANK OF AMERICA - ALL COMPTON LINES - ONE TOUGH ULTRA 40 THE CHARGES - ALLEGEDLY NEW DESIGN FROM MOST RECENT		
FOI 17015	Properties	Actions
DOER BANK OF AMERICA - ALL COMPTON LINES - ONE TOUGH ULTRA 40 THE CHARGES - ALLEGEDLY NEW DESIGN FROM MOST RECENT		

Link at the bottom: "Top of Page".

Search Results
FOI Folders
**One Center/
 Requestor/Rec'd**
Date

FOI Documents Search

This is the **FOI Documents Search** screen. In this screen you can search by the *Doc Type*, the *Doc Date*, the *Doc Title*, the *Doc Subject*, or the *Doc Keywords*. After entering the criteria you wish to search on, click the [Results](#) line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the [Custom Searches](#) line at the top right side of the frame.

Search

Criteria for Search of FOI Documents

Category: [dropdown]
Subcategory: [dropdown]
Doc Type: [dropdown menu showing EIR, 401, SBA, AOE]
Doc Date: [on or after / on or before] [date]
Doc Title: [contains] [text]
Doc Subject: [contains] [text]
Doc Keywords: [is all of] [text]

Start the Search Clear

Top of Page

An example of an **FOI Document** search and the results follows.

The following **FOI Document** search is an example of selecting a specific **Doc Type** for a specific range of **Dates**.

The screenshot shows a web browser window with the URL http://FD-15.0.24/highSite/foi_logged_in. The page is titled "disclosure" and has a "Message Board & FAQs" link. On the left is a "Documents" sidebar with a tree view containing: FDA_disclosure, FOI Documents, Planning Letters, Temp, FOI-TEMP, FOI-TEMP_2002, Response, and My Cabinet. The main area is titled "Search" and "Criteria for Search of FOI Documents". It contains a form with the following fields: Category (set to "Response"), Subcategory (set to "493"), Doc Type (set to "SBA"), Doc Date (range from Oct 1, 2001 to Oct 20, 2001), Doc Title (set to "contents"), Doc Subject (set to "contents"), and Doc Keywords (set to "to all of"). There are "Start the Search" and "Clear" buttons at the bottom of the form.

Search Criteria
FOI Documents
Doc Type/Data
Range

The screenshot shows the same web browser window, but the main area is titled "Results of Last Search for FOI Documents". It displays "Total of 19 items found" and "Found in database FDA_disclosure". The results are listed in a table with columns for the document name and links for "Properties" and "Actions".

Document Name	Properties	Actions
Response	Properties	Actions
Response	Properties	Actions
Response letter.pdf	Properties	Actions
Response	Properties	Actions
Response letter.doc	Properties	Actions
Response	Properties	Actions
Response letter.doc	Properties	Actions
Response	Properties	Actions
Response Letter.pdf	Properties	Actions
Response	Properties	Actions
Response Letter.pdf	Properties	Actions
Response	Properties	Actions
Response Letter.doc	Properties	Actions
Response	Properties	Actions
Response Letter.doc	Properties	Actions
Response	Properties	Actions
Response Letter	Properties	Actions
Response	Properties	Actions
Antiviral 100201 transcript.doc	Properties	Actions
Response	Properties	Actions
915-0117 let0067.pdf	Properties	Actions

Search Results
FOI Documents
Doc Type/Data
Range

FOI Response Search

This is the **FOI Response Search** screen. In this screen you can search by the *Doc Type*, and the *Response Entered Date*. After entering the criteria you wish to search on, click the [Results](#) line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the [Custom Searches](#) line at the top right side of the frame.

Microsoft Internet Explorer
http://192.168.1.42:8080/efo/efoSearch.jsp

disclosure

Database
FOI disclosure
FOI Documents
My Collections
Search

Search
Criteria for Search of FOI Responses

Doc Type: all
Response Entered Date: on or after
Response Entered Date: on or before
Sep 20 2001
2001

Start the Search Clear

[Top of Page](#)

Several examples of **FOI Response** searches and their results follow.

The following **FOI Document** search is an example of selecting a specific **Doc Type** for a specific **Date**.

The screenshot shows a web browser window with the address bar displaying "http://16.15.8.24/HighSize/ufit_logged_in". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "Back", "Forward", "Stop", "Refresh", "Home", "Search", "Favorites", "History", "Mail", "Print", "Edit", "Discuss", and "Messenger". The main content area is titled "disclosure" and features a "Search" section. The "Criteria for Search of FOI Responses" form includes the following fields:

Doc Type	Response
FOI Document	Response
Response Entered Date	on or before
	Oct 15 2001

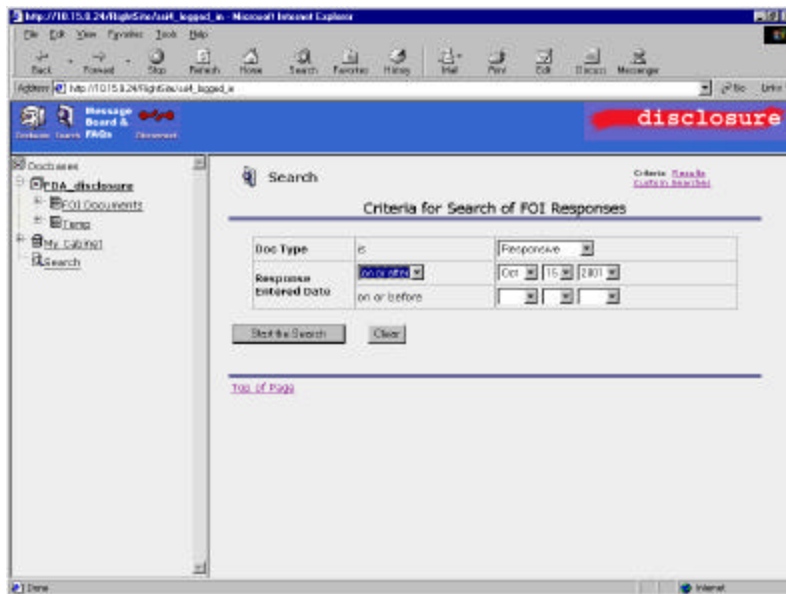
Buttons for "Start the Search" and "Clear" are located below the form. A "Top of Page" link is visible at the bottom of the search area.

Search Criteria
FOI Documents
Doc Type/One Date

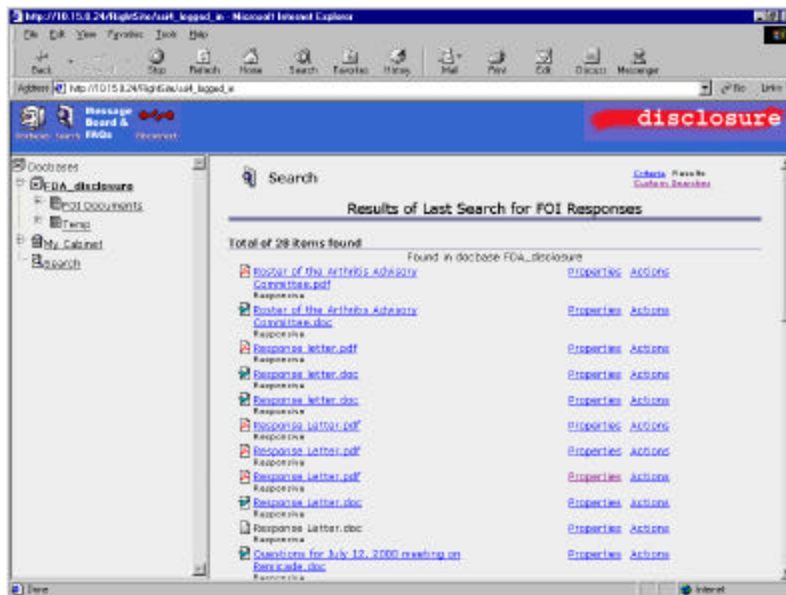
The screenshot shows the same web browser window, but the main content area now displays the "Results of Last Search for FOI Responses". The results section indicates "No Items Found". A "Top of Page" link is visible at the bottom of the results area.

Search Results
FOI Documents
Doc Type/One Date

The following **FOI Document** search is an example of selecting a specific **Doc Type** *on or after* a specific **Date.**



Search Criteria
FOI Documents
Doc Type/On or
After Date



Search Results
FOI Documents
Doc Type/On or
After Date